

UTAH DEPARTMENT OF TRANSPORTATION

REQUEST FOR QUALIFICATIONS (RFQ)

**UDOT STRUCTURAL DESIGN
CONTRACT EMPLOYEE POOL**

OPEN-ENDED POOL

Revised March 4, 2008

**UDOT Structural Design Contract Employee Pool
Request for Qualifications**

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RFQ REQUIREMENTS SUMMARY

Brief Description of Work

The Utah Department of Transportation (UDOT) invites the submittal of Statements of Qualification (SOQs) from consultant firms interested in providing structural design contract employee services for the Structures Division of UDOT. The structural design contract employees will act as UDOT structure design engineer, project manager and CADD technician.

Change to Pool Format

The Department has changed the format of the UDOT Structural Design Contract Employee Pool (Pool) to an open submittal and open-ended format where consultants may submit Statements of Qualifications (SOQ's) at any time up to once per year.

The current Pool for the January 1, 2007 through June 30, 2009 period was set up with the intent to only open the pool again in July 2009. However, the Department's need for structural design contract employee services has increased significantly this past year and we anticipate it will increase in the future. Therefore, we are offering the opportunity to new consultants entering the Utah market to perform structural engineering services for the Department without waiting for the scheduled opening in July of 2009 for the next Pool.

Any consultants who are currently qualified in the Pool are not required to resubmit their qualifications at this time.

Semi-annual Evaluation of SOQ's

SOQ's submitted will be evaluated on a semi-annual basis by the Department. Qualifications will be evaluated to determine whether individuals and their firms are qualified in structural design.

Any SOQ's received by 11:00 a.m. on March 31st and September 30th will be evaluated during the months of April and October respectively. If considered qualified, the consultant's individual will be eligible to be selected on May 1st and November 1st respectively subject to their firm's financial screening process with UDOT.

Frequency of SOQ Submittal

A consultant may submit an SOQ with an individual's qualifications for any of the three Work Disciplines up to once per year.

- If a consultant submitted an unsuccessful SOQ for an individual in November of 2006 and the individual has had a significant increase in experience since then, the consultant is eligible to submit a revised SOQ for the individual at any time.
- If a consultant submits an unsuccessful SOQ for an individual for the March 31st deadline and the individual has a significant increase in experience since the submittal, the consultant will be eligible to submit a revised SOQ for the individual for the next March 31st deadline (or later).
- If a consultant submits an unsuccessful SOQ for an individual for the September 30th deadline and the individual has a significant increase in experience since the submittal, the consultant will be eligible to submit a revised SOQ for the individual for the next September 30th deadline (or later).

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Pool Project Locations

The Structures Division of UDOT will provide office and equipment as needed.

Sources of Funding

Federal, Local, State or Other

RFQ Administrator

Gaye Hettrick, Consultant Services Manager

4501 S. 2700 W. 4th Floor / NE Corner

Box 148490

Salt Lake City, UT 84119-5998

801-965-4639

ghettrick@utah.gov (email contact for questions)

StructuresSOQ@utah.gov (email contact for submittal)

Electronic SOQ Submittal Required

- 1) Submit an electronic PDF file of the SOQ by email to Gaye Hettrick, Consultant Services Manager, StructuresSOQ@utah.gov. You will receive an email acknowledgement of receipt.
- 2) If for some reason you are unable to email your submittal, a CD with SOQ files delivered to Consultant Services will be accepted.

Pool Period

The Pool period is open-ended at this time.

Financial Screening

The Department requires Consultants be Financially Screened prior to performing work for UDOT. If a Consultant is selected and has not been financially screened and approved within two weeks after selection, the Consultant will be disqualified unless the delay is due to problems or delays by UDOT. The time it takes a Consultant to complete the Financial Screening process varies and therefore the Department encourages Consultants to submit their *Financial Screening Application* at the same time as their Statement of Qualifications or before. Consultants may obtain the *Financial Screening Application* from the website <http://www.udot.utah.gov/go/csforms>. For questions, contact Consultant Services at 801-965-4183. A Consultant's Financial Screening status is effective for the period of one year from the time the Consultant is approved.

Consultant Services Electronic Notification Subscription Service

Please join the Consultant Services Electronic Notification Subscription Service. Consultants will only be notified of any updates or changes to this RFQ through this service. The website for subscribing is <http://www.udot.utah.gov/go/subscriptionlist>.

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SOQ REQUIREMENTS SUMMARY

Preparation of SOQ's

Prepare Statements of Qualifications in accordance with Utah Department of Transportation SOQ Requirements Summary.

Separate SOQ Submittal Required for **Each** Individual Proposed

Consultants should submit a separate SOQ for [each](#) individual within their firm they wish to qualify in this Pool. This may mean multiple submittals from a single firm.

Separate SOQ Submittal Required for **Each** Work Discipline

A separate SOQ submittal is required for [each](#) Work Discipline you are interested in submitting for. The **Work Discipline Name** should be clearly marked in the upper right hand corner of the Introduction Letter.

SOQ Sections

Each SOQ should contain the following sections:

- 1) Introduction Letter;
- 2) Qualifications (Individual);
- 3) Project Experience (Individual);
- 4) Qualifications/Experience of Support Team (Firm); and,
- 5) Capability of the Consultant (Firm).

Sections are not required to start at the top of a page. (NOTE: The Introduction Letter should not be submitted as a separate electronic file from the rest of the SOQ, it should be the first page in the electronic file.)

Introduction Letter

The letter will need to identify that the Consultant:

- 1) Has read the RFQ;
- 2) Understands the acceptance and completion criteria, submittal and financial screening requirements;
- 3) Is willing to follow all state and federal contracting requirements; and,
- 4) Understands that policy & procedures & processes may change and that UDOT will require Consultant compliance that may mean proactive and positive behavior while change is taking place.

In addition, the letter is required to:

- 1) Include a **contact person and information** (name, title, office phone, address, email address, cell phone) in case our Pool Selection Team has questions about the submittal.
- 2) Include in the upper right hand corner the **Proposed Individual's Name** whose qualifications are being submitted for consideration in the SOQ.
- 3) Include in the upper right hand corner the **Work Discipline Name**. No page number is required on letter. The letter may only be **one-page** in length.
- 4) Disclose any debarment or license issues and/or investigations along with any UDOT Project Evaluations Received that included a score of zero or one in any category.

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SOQ Maximum Number of Pages

The maximum number of pages for each SOQ, not counting the one-page Introduction Letter, is **three (3)**.

The maximum length of the Introduction Letter is **one (1)** page.

Any SOQ that exceeds the page-maximum will be considered non-responsive and disqualified.

SOQ Page Numbers

Every page shall be numbered consecutively, 1,2,3. Please make this part of each page as a footer in the lower right hand corner. Do NOT count the Introduction Letter as page 1.

Page Footers

Page Footers are required on every page bottom right corner and must include the following information:

- 1) Consultant Name; and,
- 2) Page number.

Margins

One Inch Margins for all 3 pages (Page Footer information may be inside or outside of this boundary).

Color

Submittals should be in black and white (excluding letterhead).

Font

Size 11 or 12 point is preferred.

Script

Arial or Times New Roman is preferred.

Page Size

8½ x 11

Design

Charts, graphs, pictures, tables are acceptable but will be counted as part of page requirements and should meet the above requirements.

Penalty Points

The Department reserves the right (through Consultant Services and/or the Selection Review Team) to assess one Penalty Point for each instruction violation in the SOQ Requirements Summary. Our goal is not to penalize any submittal but to help standardize/streamline the Pool Review Process.

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POOL ACCEPTANCE AND COMPLETION CRITERIA

Types of Projects/Contracts

The Department at this time intends to utilize the UDOT Structural Design Contract Employees Pool to supplement in-house structural design staff. The contract fee type the Department intends to use is Unit-Price and the contract will not require withholding any retainage. However, if the Department determines at a future date other methods would be more effective, these methods may be changed.

Prime Consultant Requirement

The contract language for a Structural Design Contract Employee will state the Prime Consultant will perform **100%** of tasks related to the Work Plan.

Contract Document Requirements

The Consultant will submit the following items to the UDOT Structures Division Representative who will act as the project manager on the contract for review and approval after selection for a contract under this Pool:

- Executive Summary
- Detailed Work Plan
- Staffing Plan (UDOT Form Required)
- Task Schedule/Deliverable Dates/Contract Completion Date
- Contract-Specific Insurance Certificate
- Cost Proposal

Insurance Requirements

The Department reserves the right to require all Consultants selected for Pool Contracts to meet certain insurance requirements. These requirements may change throughout the Pool period according to the need and direction of the Department. It is the responsibility of the Consultant to meet the insurance requirements of the Department. Insurance Waivers may be requested through the UDOT Structures Division Representative acting as the project manager on the contract in writing who will then submit the request to Risk Management and Consultant Services for approval.

Consultant Personnel/Certification Requirements

If an approved Structural Design Contract Employee leaves a firm during a contract and:

- The firm **does have** another approved Structural Design Contract Employee, the firm may submit the proposed change in writing within 10 working days to the UDOT Structures Division Representative who is acting as the project manager on the contract (Project Manager) for approval. If the Project Manager approves, the Project Manager will forward the change and their approval to UDOT Consultant Services and the Comptroller's Office within 10 working days. If the Project Manager does not approve, they may request a revision of the proposed change and/or terminate the contract.
- The firm **does not have** another approved Structural Design Contract Employee, the contract will be cancelled and possibly initiated with another firm from the qualified pool list.

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If an approved Structural Design Contract Employee leaves a firm and:

- The new firm he/she joins **is** already qualified under this Pool with other Structural Design Contract Employee(s), then the new firm with this Structural Design Contract Employee, **is** eligible for selection for new projects under this Pool.
- The new firm he/she joins **is not** already qualified under this Pool with other Structural Design Contract Employee(s), then the new firm with this Structural Design Contract Employee, **is not** eligible for selection for new projects under this Pool until such time as a new SOQ is submitted and approved. A new SOQ may be submitted at any time.

The Consultant guarantees the Department that every individual working for them is qualified through training, experience, and appropriate certification for the tasks they will be assigned for a contract or contract modification. If the Department has determined that non-professional technical people, who may work on projects for the Department, must meet certain certification requirements, it must be reflected in each SOQ that the Consultant has met this requirement.

Training Requirements

Consultants will be required to provide the Department any training verification as deemed necessary. It is the responsibility of each Consultant to know what training will be required and when it is offered.

Applicable Federal, State, and Local Regulations

It is the responsibility of Consultants to know and understand state and federal contracting and project regulations, rules, policies and procedures. Consultants shall conform to all state and federal requirements.

Authorization to Begin Work

Consultant Services is the only authorized agent to give a Notice to Proceed. This may come via e-mail or fax and will then be followed through by an official letter.

NOTE: Violation of authorization to begin work (Notice to Proceed) may result in non-payment of work performed, termination of an impending contract, or loss of federal funds, if applicable. Consultant billings shall not date prior to contract and/or modification execution date.

Consultant Evaluation Requirements

Consultant Services recommends to UDOT Structures Division Representatives acting as the project manager (Project Manager) for the contract that they perform at least TWO Consultant Evaluations on every Pool Contract. Consultants are encouraged to initiate these evaluations if the Project Manager has not.

Consultant Evaluation Form

The Consultant Evaluation Form (final evaluation) may allow the Project Manager to disallow a Consultant from future UDOT or Local Government Projects from 6 months to 3 years and should be taken very seriously.

Debarment Certification

Federal Regulations require certification by prospective participants (including consultants, contractors, subcontractors, and principals) as to current history regarding debarment, eligibility,

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indictments, convictions, or civil judgments. The selected Consultant will be required to certify in accordance with contract Standard Terms and Conditions on every contract. Consultants who are debarred from working in the current Pool Period will receive a letter from Consultant Services and a copy of the Consultant's Final Evaluation. The firm or individual name will then be redlined on the UDOT Pool List to notify Project Managers that no new work can be given to this firm/individual until the debarment time is over. Consultants are required to divulge current (last 2 years) debarment or license investigation information, if applicable, in their Pool Introduction Letters.

Pool Debriefing Opportunities

Consultant Services will offer Consultant Pool Debriefs by email. Debriefing information will include:

- A. Criteria & Total Scores; and,
- B. Comments regarding any failing consultant scores, see page 11 for more details. This may be changed to meet the needs of the Department.

Disclosure and Disposition

Statements of Qualifications of successful Consultants shall be open to public inspection for as long as the individual is eligible for selection. Once submitted, Statements of Qualifications become the property of Utah Department of Transportation and are treated as privileged documents (this includes scores and comments) and will be handled according to Department Policies. The Review Team Copies will either be destroyed or placed in the Structures Division as a resource.

Pre-award Audit

In the event that a proposing consultant has failed to pay UDOT monies due to the Department for over payment on past projects, UDOT has the right to reject and/or disqualify the firm's Statement of Qualifications. Disqualification will be based on the audit findings, determinations, and recommendations made by the Department's authorized agent.

Technology Requirements

It is the responsibility of the Consultant to know what technology requirements are required when doing business with the State. The Consultant will be responsible for the accuracy of the translated data and therefore, may be required to reimburse the Department for any errors that have a direct cost to the Department. Technical and Standards support will be provided to the consultant through the Engineering Technology Services Section of the Project Development Division of UDOT. Questions or comments can be addressed to Craig Hancock, Director of Engineering Technology Services at the Utah Department of Transportation, 4501 South 2700 West, Salt Lake City, Utah 84119. You may e-mail Craig at chancock@utah.gov or call him at (801) 965-4865.

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WORK DISCIPLINES

Work Disciplines	
1	Structure Design Engineer
2	Structure Project Manager
3	CADD Design Technician

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INDIVIDUAL PERSON QUALIFICATIONS FOR CONSULTANT

Each consultant should submit a separate Statement of Qualifications for individuals they are proposing as “UDOT Structural Design Contract Employee”. Interested Consultants are to submit an SOQ summarizing their abilities and strengths.

EVALUATION/SCORING CRITERIA

The UDOT Structural Design Contract Employee Pool Selection Team will evaluate and score all Statements of Qualifications in accordance with the criteria and rating scale below. Criteria 1-2 are based on the individual proposed Structural Design Contract Employee and will be scored on a scale of 1-5. Criteria 3-4 are based on the firm and will be Pass/Fail. (NOTE: It is not required to have headings on separate pages in the SOQ.)

Rating: 0 = Not Qualified 1 2 3 4 5 = Excellent

Heading	Criteria	Points Possible	Rating	Multiplier	Score
1	Qualifications (Individual)	65		<u>X 13</u> =	
2	Project Experience (Individual)	35		<u>X 7</u> =	
3	Qualifications/Experience of Support Team (Firm)	Pass/Fail*			
4	Capability of the Consultant (Firm)	Pass/Fail*			
Total Points		100			
<p>* Pass/Fail: If a Selection Team Member rates a Consultant with a failing score, the Team Member will be required to submit detailed comments on the Evaluation Form. If the Consultant receives a failing score by the Selection Team, the proposed individual in the Statement of Qualifications will not be selected for the qualified pool list. If the failing score is less than unanimous by the Selection Team, the Selection Team will decide as a Team by “Consent” whether the Consultant receives a passing or failing score. "Consent" is defined as the willingness of all Selection Team members to accept a decision reached by a collaborative process. Comments will be given to the Consultant in their debriefing email.</p>					

Heading 1 – Qualifications (Individual)

Submit information about education, facilitation, collaboration, presentation, communication, and other pertinent skills necessary to be a productive team member.

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Heading 2 – Federal-aid Project Experience (Individual)

Present information related to direct experience working on structural projects.

Heading 3 – Qualifications/Experience of Support Team (Firm)

State Consultant firm experience and availability in supporting a project team.

Heading 4 – Capability of the Consultant (Firm)

Provide Consultant firm capabilities such as specific and unique strengths of firm that show quality structural engineering.

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SCOPE OF WORK (DESCRIPTIONS/CERTIFICATIONS/OTHER REQUIREMENTS)

This contract is for "as-needed" services, based on the intermittent needs of the Structures Division for support. The structural design contract employee's point of contact will be the project manager of Structures Division. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be complied with within a 48-hour period. If the individual is unable to fulfill the request, UDOT Structures Division may utilize a secondary team of individuals for the services.

Services will be required as directed by the project manager and durations of time will be established at the time of request. The structural design contract employee assistance is being required in accordance with this contract to supplement the Structures Division's staff.

1. Structure Design Engineer:

The structure design engineer needs to be a licensed professional engineer in the State of Utah. The engineer needs to show technical experience on structure design projects and have a good skill and be proficient in the use of structural design and analysis software. The engineer will provide services necessary to assess and verify existing conditions; review and verify design standard requirements; program and develop a needs assessment. The engineer will design various highway structures in accordance with the applicable AASHTO, UDOT and Federal requirement and QC/QA Plan. The engineer will provide specifications for construction and prepare engineer's estimate. The engineer will work with CADD technician and other design engineers to complete design projects.

2. Structure Project Manager (PM)

The PM will provide management on design and planning. The PM will be involved with senior management to coordinate project work, set deadlines and assist in directing the work of engineers and CADD support. Manage implementation of planning, scheduling, budget, quality control and safety issues. Manage construction, engineering, project performance, quality and safety. Enforce policy, procedures and performance standards. Prepare bidding documents; provide value engineering; assist with bidding and award activities; arrange and conduct meetings are also responsibility of PM.

3. CADD drafter technician

Provide Computer Aided Drafting Design (CADD) services as needed for structural design projects. The technician will work under the direction of the project manager or structure design engineer. The technician needs to show technical experience on structure design projects and have a good skill and be proficient in the use of current version of Microstation, Microsoft Office software and other related software. This technician needs to have the ability and desire to work on a diverse range of projects and to communicate with others about project objectives and details.